

VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376
REV(9/93)

Description of Position	TITLE OF POSITION: Legal Secretary	CLASSIFICATION CODE: 00417000
	SALARY RANGE: 8712 (\$30,009 - \$32,597)	REFERENCE POSITION NO.: 2230-10000
	Department or Agency Name: Attorney General	APPLICATION PERIOD: 12/5/06- 12/15/06
	Division/Section/Unit: _____	*No three day grace period*
	Assignment(s) / Comments: _____	
	Shift and Days: Monday thru Friday (8:30 am - 4:30 pm)	Job Location: 150 South Main Street, Providence
	Restrictions/Limitations: _____	
	Position Covered By Collective Bargaining Union Agreement: Yes _____ No <u>X</u> _____	
	Name of Bargaining Unit Union: _____	
	There is _____ is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions	
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:	
• Reasonable Accommodations:		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• Medical Information:		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	DUTIES / RESPONSIBILITIES: This position provides secretarial assistance to the Criminal Division. Primary responsibilities include transcription of taped legal proceedings, preparing legal documents, correspondence, assisting with incoming mail and telephone calls and other related duties, as instructed.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: EDUCATION/EXPERIENCE: Experience such as may have been gained through employment in a responsible secretarial position; or any combination of education and experience that shall be substantially equivalent. A firm grasp of the English language, including spelling and some legal terminology is helpful. Strong attention to detail and accuracy are essential. Experience proofreading and using a dictaphone is desirable but not required. Experience using Microsoft Word or other word processing software is preferred. Minimum typing speed of 50 words per minute, minimum accuracy rating of 85%.	
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <p>Aida Crosson, Director of Personnel R.I. Department of the Attorney General 150 South Main Street Providence, RI 02903</p> <p>Telephone #: (401) 274-4400 Fax #: (401) 222-2731 TTY/TDD #: (401) 453-0410 (Telecommunication Device for the Deaf)</p>	

CORRESPONDENCE ONLY

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

